

JULY 23
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MEMORANDUM FOR: ASSA/TDS

MESSAGE: ASSA (Personnel)

SUBJECT: Assignment of Other Than CS Careerists to CS/CS Positions

1. For several years the DDP has required that actions assigning non-CS careerists to "D" positions receive essentially the same prior coordination and CS/CS approval as other actions which increase DDP's authorized strength. On several occasions we have reminded the DDP personnel officers of this requirement and have asked that they process any requests of this kind through this office in order that we can make sure that proper approvals are obtained.

2. We have had few difficulties in processing requests to place DDP careerists in "D" positions. However, support officers in DDP components have continued to initiate direct negotiations with DCB Career Services to fill "D" positions. This usually results in travel and field processing arrangements being made before the CS/CS is aware of the proposed action. This is contrary to the DDP's instruction that no such arrangements be made until proper approval of the proposed assignment has been obtained. In most cases, arrangements have progressed so far that it would place an unreasonable hardship on the individual concerned if the CS/CS were then to disapprove the action. None-the-less, actions of this kind interfere seriously with the management of CS/CS personnel.

3. I believe it would be helpful if you would explain this situation to the Chiefs of Support in DDP and request their cooperation in handling proposals of this kind. I have sent copies of this memorandum to the Secretaries of the Career Service Boards under the DCB with the request that they look only to this office for requests for personnel to fill "D" positions and that they take no action on any such requests which may reach them without having been coordinated here.

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Secretary, Confidential Services
Career Service Board

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